

To: Schardt, James[schardt.james@epa.gov]
Cc: Barnes, Edlynzia[Barnes.Edlynzia@epa.gov]
From: Kumar, Ashij (EC)
Sent: Thur 9/15/2016 3:05:24 PM
Subject: RE: Reschedule the Secretariat Staff call?

Carla's only available today between 11:30am – 1pm ET for a re-schedule.

I'm ok with working via email but Carla generally likes calls it seems.

Things to do (minus Forum stuff led by Carla/Linda) – let's keep adding/editing/deleting things as we get closer to Forum:

- Jamie send edits to NS Framework doc "... NS work will be described in a forthcoming A7 doc..."
 - Resolve NS Framework / A7 scope issue before Forum; add to Sept 27 MG-CD agenda
 - Post NS Framework doc after Jamie's edit
 - ECCC to lean on Comms re. ISBN for LS LAMP – coming soon along with package to post it onto bnet; *US possibly to post if not posted on bnet soon*
 - EPA to incorporate Cam's edits to Consolidated PRP; EPA to send final consolidated PRP to CDN, US and GLRO IJC; ECCC to re-translate changes – post by Sept 23
 - Infographic edits reviewed by Carla>Mike & Chris>Cam
- o need EPA and US logos (you may need to check with your folks as we have rules about using our logos).
- o Re edits – our Comms response: edits possible but balance with new text vs length / crowdedness (this is a social media item) – *do you want edits now incorporated into the Infographic or want Mike Cam to review 1st?*
- Chris to review email to co-leads re. Forum ppts; and adjust/send if comfortable
 - Some Annex Forum ppt's may need help from us (I'm working on A10 now)
 - EPA to insert Purpose slides to ppts where not upfront already
 - MG-CD review of Forum ppts week of Sept 19; Co-Leads revisions same week; ECCC to

translate slides

- EPA to check with NOAA re. A9 Forum speaker; ECCC to sort out the A3 speaker
- Bnet posts
- o NS Framework – soon
- o LS LAMP – soon
- o CC report – with Eda
- o Dec 2015 GLEC meeting summary – should have Fre soon and then post
- o AIS Early Detection Rapid Response Initiative – Gavin to provide soon

From: Schardt, James [mailto:schardt.james@epa.gov]

Sent: September 15, 2016 10:39 AM

To: Kumar, Ashij (EC)

Cc: Barnes, Edlynzia; Schardt, James

Subject: Reschedule the Secretariat Staff call?

Ash, Chris needed to reschedule our internal meeting. Would it be possible to reschedule or would exchanging email “to do” lists work for you?

I do want to make sure we’re on the same page on the stuff we need to do, I feel like I’m always forgetting something...

-j

James Schardt

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